KJHK-91
the sound alternative
fm

KJHK-FM 90.7
Participation Contract

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5. To encourage representitives of the minority community to participate within the station.

6. To serve the listenership with programming developed on basis or research.

7. To respect listeners, co-workers, and advisers.

8. To maintain organizational stability, consistency, reliability, and professionalism at KJHK.

9. To assure that KJHK is a respected, valuable component of the University.

10. To be prejudicial towards no one on the basis of his or her gender, race, religion or age.

11. To exercise no sexual harassment in any form.

12. To discharge job duties as assigned by supervisors and to understand task responsibilities and penalties for non-fulfillment of them and for conduct violations.

The undersigned staff member agrees to fulfill the above listed responsibilities for one term: the summer/fall/or spring of 19__. At the end of this term, the contract expires. The undersigned acknowledges that, for a breach of this agreement, he or she will be subject to disciplinary measures by the student station manager or general manager and that penalties may include termination of appointment. The staff member may appeal to the governing board for reinstatement.

Signature of staff member:_____ Date:_____

Certification:_____

MEMO**********

TO: KJHK STAFF MEMBERS
FROM: NICOLE VAP, STATION MANAGER
DATE: AUGUST 13, 1990
RE: HAWK WEEK AND FALL SEMESTER

HI! WELCOME BACK TO KJHK...UNLESS YOU WORKED DURING THE SUMMER OF COURSE THEN ITS GOOD TO SEE YOU'RE STILL AROUND!

MONDAY, AUGUST 20 TH, IS A VERY IMPORTANT DAY AT KJHK FOR SEVERAL REASONS. FIRST...THAT'S THE DAY THAT KJHK STARTS ITS 24 HOUR FALL SCHEDULE. IF YOU HAVE ANY QUESTIONS ABOUT THE TIME OF YOUR SHIFT, PLEASE CALL JASON MCINTOSH, PROGRAM DIRECTOR; HE MAKES OUT THE SCHEDULES.

MONDAY IS ALSO THE FIRST DAY OF HAWK WEEK AND FEE PAYMENTS...AND THE MIGHTY KJHK SPINS UNIT AND MOBILE TELEPHONE WILL BE THERE TO CATCH THE ACTION. WE WILL BE IN FRONT OF THE UNION MONDAY, TUESDAY AND WEDNESDAY FROM 9AM-3PM PLAYING THE BEST OF ALTERNATIVE MUSIC. THURSDAY WE WILL ALSO SPIN...BUT WE ARE NOT QUITE SURE WHERE YET. AND FRIDAY WE WILL SPIN IN THE COURTYARD OF 12TH AND OREAD (THE CROSSING), DURING THE BUSY AFTERNOON BEER RUSH. WE WILL ALSO COVER MANY OF THE NIGHT HAWK WEEK EVENTS SUCH AS TRADITIONS NIGHT AND MOVIE ON THE HILL. IF YOU WOULD LIKE TO PARTICIPATE IN ANY OF THESE GREAT ENDEAVORS...THERE WILL BE A SIGN UP PASSED AROUND WEDNESDAY'S MEETING AND THEN IT WILL MOVE TO THE STATION AND YOU CAN SIGN UP THEN. REMEMBER-HAWK WEEK IS THE PERFECT TIME TO DRAW IN NEW LISTENERS...SO PLAN TO HAVE THE BEST SHIFT OF YOUR LIVES!!!! I KNOW WE CAN PULL IN EVERY POSSIBLE KU LISTENER IF WE ALL WORK TOGETHER.

WHILE WE ARE ON THE SUBJECT OF MEETINGS...THERE ARE A FEW MEETINGS COMING UP. OF COURSE THERE WILL BE ONE THIS WEDNESDAY, AUGUST 15, THEN THE NEXT TWO FOLLOWING WEDNESDAYS. IF YOU HAVEN'T ALREADY HEARD...WE WILL ONLY HAVE ALL-STAFF MEETINGS ONCE A MONTH...THEN EACH DEPARTMENT WILL MEET EVERY WEEK. SO AGAIN, I WILL STRESS THE IMPORTANCE OF THESE MEETINGS... MANY THINGS WILL BE DISCUSSED THAT COULD AFFECT YOU AND YOUR POSITION AT THE STATION. IF YOU HAVE A GOOD EXCUSE...CALL TRICIA KENSINGER, THE BUSINESS MANAGER, OR LEAVE HER A NOTE IN THE OFFICE (THIS GOES FOR SPECIAL PROGRAM ANNOUNCERS ALSO). IF YOU DO NOT ATTEND THEN WE WILL TAKE THE HINT THAT YOU ARE NO

LONGER INTERESTED IN THE STATION.

ONE MORE THING ABOUT PROGRAMMING...REGULAR NEWS CASTS WILL TENTATIVELY START NEXT MONDAY SO BE PREPARED. IF YOU DON'T KNOW HOW TO GET THE NEWS THEN TALK TO JASON...OR ANY EXPERIENCED ANNOUNCER. SPORTS WILL START THE 29TH.

THE ALTERNATIVE FARM REPORT HAS BEEN SENT TO THE PRINTER AND LOOKS GREAT!! BUT AS USUAL, A FEW PEOPLE DID ALL THE WORK---IF YOU ARE ONE OF THEM THANKS A MILLION. IF YOU WOULD LIKE TO HELP OUT LEAVE ME A NOTE IN THE OFFICE OR GIVE ME A CALL. WE NEED MORE HELP IF WE WANT TO MAKE THE REPORT A REGULAR PUBLICATION.

I HAVE TO GO HOME THIS WEEK TO TAKE CARE OF A FEW FAMILY MATTERS...AND I WILL RETURN THIS SATURDAY. ANN PECK AND JASON MCINTOSH WILL BE OPENING THE STATION AND HANDLING ANY PROBLEMS THAT COME UP. FEEL FREE TO CALL THEM...THEY ARE FRIENDLY AND HERE TO HELP YOU. I WILL BE BACK SATURDAY, AUGUST 18, AND I WILL HAVE A NEW PHONE NUMBER-(865-0528). CALL AND SEE IF IT'S WORKING RIGHT!!

THANKS FOR YOUR TIME AND SEE YOU DURING HAWK WEEK! WITH A LOT OF WORK AND DEDICATION FROM KJHK'S INCREDIBLE STAFF-THIS WILL BE THE BEST SEMESTER KJHK HAS EVER HAD!

OKAY DJ'S HERE'S THE SYSTEM AND SOME ON-AIR RULES

1. First thing, when you get to the station to do your shift, sign the on-air log. It is on a clip board that hangs under turntable two, next to the new music stacks. Sign in and sign out. Mark down the time you go on the air and at the end of your shift mark down the time you're out.

On the same sheet of paper you will see a section marked "Meter Readings". You must do this every two hours. The times for these are listed. At the time you are to do your readings (You have five minutes in each direction of the top of the hour) take the clipboard and look at the meters behind the triple cart machine. (to the left of the board). You will see four meters. Look at the one on the bottom left. The needle should be somewhere close to straight up and not moving. On the paper on the clipboard mark down the pilot deviation. It's read like this. Zero is straight up and the needle is allowed to move five degrees each direction. Each line on both sides of zero is +.01, +.02, +.03 or -.01, -.02, -.03 up to five which is + or -.5. It can't go beyond five. If it does, call the program director. On the clipboard next to the designated time, write down the correct number in the box.

2. Sign your logs (music logs) when you get to the station. They should be under the previous DJ's. If not, they will be in the box marked "New Logs" in the window. Take the production logs and pull all your PSA carts and donor announcement carts. Pull any other carts you plan on using at that time as well. Ask to see the music logs for the six hours of time before you. Read through them and make sure you don't play anything that was played within the six hours before you. You can play the same artist but not the same songs.

3. Now it's time to pull the music for your show. On the logs you will see the numbers one through five. This is our format and you have to follow it. On the wall next to the turntables you will see records in bins marked one through four. (They have colored tape on them. Red, Blue, Green, White). You can pull records to the LEFT of the board. The ones to the right side were played on the shift before you. On the west wall of the studio are the fives. Go to town DJ's!! Pull your faves, but more importantly, pull stuff you have never heard before!!! Try to keep your show fresh. Don't pull the same bands every week. You would be surprised to know how many people will catch you when you do.

4. The tech side begins.

How to cue a record:

Put the record on the turntable. On the board are two slide controls. They are marked "Turntable One" and "Turntable Two". Turntable one is on the left, two is on the right. Whatever turntable you want to cue, pull the volume slide down until it "clicks" into the cue position. Then put the needle on the cut you want to play. On the turntable you will see a button that says "Start/Stop". Push the button and hold it until sound comes up on the monitors. Release the button and stop the turntable with your free hand. Back the record up until you get silence. Then go one more quarter turn. Our turntables are not direct drive and this extra quarter turn allows the record to pick up to speed before the song starts. At this point the record is cued so all you have to do is turn up the volume. Go back to the board, pot it up to about halfway. To start it hit the "red on switch". It will start automatically. It won't stop though so when the song ends pot the volume down and push the "yellow stop button". Repeat the whole process. Don't forget, have something cued before the song ends that you are playing.

The CD Player

Technology made simple! Grab a disc and put it in the player. Push the "auto cue" on the track number you want and then "pause". The machine is set to play as soon as you hit the on-switch on the board. Both CD players are marked. Number One is the top. Number two is the bottom. These players will stop at the end of the song themselves. But you have to hit the stop switch on the board just the same. This allows you to restart them. If you forget to do this, don't panic. Hit the play button the CD player and it will start up.

Stereo 8 track carts

Next to the board on the left hand side is the cart machine. Take a cart and load it into the machine. Tape side first. It is set to play. These stop on their own as well. To start them simply hit the on-switch on the board that corresponds to the proper 8 track. One is on top and three is on the bottom. The board switches for these are marked as well. NEVER hit the stop button on the cart machine!! The next jock who has to play the cart will have dead air.

Mr. Microphone!

This is the most fun. You are using the jock mic. It is the first switch on the left of the board. You want your voice to meter as loud as the music so when you turn it on adjust it until you come at the same volume as your tunes. It turns on and off the same way as everything else. Be ready to go on the air as soon as whatever you're playing ends. Have the volume up and ready to go. Turn it on and when the music fades, start talking and pot the volume down on whatever you were playing and turn it off. When you're done yacking star the music and turn the mic off.

That's it for the most part. Remember, FCC law requires you to do meter readings and sign the on-air logs. So don't forget to do that. A few other things to know are:

You must play the EBS cart when it is scheduled and write the time you played it in the orange book that is on the top of the bookshelf that holds new records. If an EBS test come sin, mark the time it was received and the call letters of who sent it on the on-air logs. To turn off an EBS that we receive, go into the hall by the engineer's office and push the reset button on the EBS receiver.

To switch speeds on the turntables, simply push the button marked 33 or 45. Watch for the red light to switch it over and CHANGE IT BACK TO 33 WHEN YOU ARE DONE WITH THE SONG!!!

It's a good idea when you go on the air to shut the door to the air booth. It cuts down on background noise and if there is anyone in the booth with you, announce you're going on the air before you hit the microphone on button. That way they will stop talking and you will sound better.

One final note. Preread any copy you have to read before you read it live. You sound better if you do and there is less chance of screwing up when you do. Until then happy DJ-ing, peoples. Have fun and RELAX!

THINGS TO DO WHEN YOU COME IN TO DO YOUR SHIFT

- Sign and fill out meter reading sheet
- Look over the logs for the previous shift and see what songs and carts have been played. (Do not play these.)
- Call the weather service 4-3300 and write down the weather forecast
- Pre-select your classics (5's) and classic classics (6's)
- Get a pop, but leave it outside the booth.
- Evening jocks should make sure the front door is locked

THINGS TO DO AT THE BREAK (That's when you talk)

- "KJHK, Lawrence"
- "90.7 FM"
- "The Sound Alternative" (Use one or all of these)
- Back Announce songs
- Time & Temperature
- "The All-Request Line is 864-4747"
- Weather
- Concert Calendar (if logged)
- Run any scheduled carts
- Front Announce songs (3 or 4)
- "Our concert line is 864-LIVE" (Beginning September 5th)
- Your name (and description of your undergarments, if you wear them)

HELPFUL HINTS AND SUGGESTIONS

- Have fun, but not too much fun
- If you make a mistake, correct it but don't apologize for it
- Relax, take it easy, if you are getting behind, play longer songs
- Never say "We don't have (requested song)", just don't play it
- If you have a lot of requests, don't ask for more
- Keep carts in the player, in case you mess up you can always play a cart

IRONCLAD RULES AND REGULATIONS

- **Do not announce anything over the air that has not been approved by the Program Director! IE: Prices, Opinions, Any endorsements or selling of concerts or business'.**
- **Do not steal stuff from the station**

- Do not bring music into the station
- No unauthorized guests in the air studio, on or off the air
- No food, drink or smoking in the air studio
- Do not stray from the format numbers listed on the log
- Do not swear over the air
- Attend the meeting every Wed. at 5pm at 100 Stauffer-Flint

Just try and be good and make my life a little easier, OK? If you have any questions about anything, call me, don't make any assumptions on what I meant by something I said or wrote or forgot to say or write down. Now heres Jimbo.

HELPFUL HINTS FROM YOUR OL' BUDDY JIM

Alright, here's a few helpful hints that with make your beautiful voices even more appealing over the air. The key to sounding good is to relax, kick off your uptight shoes and really cut loose and have a swell time. The reason being, if you're having a good time, it comes across in your voice and the way our listeners will react to you. Sure, there are reasons to be nervous, for about the first hour. After that, you've probably hit every imaginable snag and dealt with it. Okay, granted, your friends, loved ones, several thousand other people and, of course, that special someone are listening. So? You've acted goofy in front of strangers and friends before. Be yourself. It really can be a lot of fun. Wear baggy pants if it'll help. Take the time and develop an on-air personality. Bruce likes to talk about his underwear. That's him. That's his style, it sets his shows apart from everyone elses'. I'm not necessarily advocating you talk about your undergarments, but I hope you understand what I'm getting at. Do yourself and your listeners a favor. Be interesting. Use some voice inflection. Use some humor. Be informative. Remember who you're playing music for. Yourself? Nope. Your audience, your camarades, your parents, your boss, your co-workers.....Get it? Also, take the time to get to know the people you are working with. As far as I can tell, everyone has something worthwhile to offer you. It's up to you to make KJHK the most innovative, exciting and informative station on the radio dial. Yeah!!! Go team!!! If there is anything I can do to help you with anything, just give me a call.

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Atmospheres . . .

. . . a KJHK special program

By Kim Czarnopys

When you hear the word "atmospheres," what comes to mind? The space shuttle? Mars? The hole in the ozone layer? Kelly Kendrick and Joel Sanderson want people to know that "Atmospheres" is an innovative music program unlike any that you've heard before.

"Atmospheres" airs every Sunday night from midnight til 3 o'clock on KJHK 90.7. Kendrick and Sanderson, the Jekyll and Hyde of experimental music rotate their shifts every other Sunday.

Kendrick (Jekyll) is a 26-year-old seeking degrees in biology and environmental studies. He got his current shift at KJHK because a former disc jockey knew that Kendrick was qualified for that job.

Kendrick plays acoustic, space, and new age music that is great for studying, relaxing or meditating. Some of his featured artists are **Tangerine Dream, Micheal Hedges, Laurie Anderson, Steve Roach** and **Michael Sterns.**

Sanderson (Hyde) can't remember his age, but knows that he is a sculpture major. He worked for five years KMUW, the college station at Wichita State University. He came to Lawrence because the Art Department was better qualified to satisfy his needs.

Joel plays experimental music of all sorts. He has a file of over 15 pages of music from local music to rare tapes to international music and even some of his own creations. (Both Kendrick and Sanderson are musicians.) His goal is to "shake the listeners' tree a bit."

Both Kendrick and Sanderson want to expose Lawrence to diverse types of music. "This music is really popular in places like California and Colorado, but Kansas hasn't been exposed to it yet," says Kendrick.

So, if you want to relax, study, or just hear something different, then tune in on Sunday night from midnight til 3 a.m. for the "Atmospheres" show - on KJHK 90.7, your sound alternative for the last 15 years.